

## Checklist for Hospital Submissions

The following is a list of items that need to be submitted. This is not the complete list, but only a reminder of general categories, along with some items that are frequently omitted or submitted incomplete. All submissions to the Department shall illustrate conformance to Chapter 246-320 WAC. Submissions that do not include the following information will be set aside until information is received, or returned without review.

- ☐ Submit a completed Construction Review Services review application and appropriate review fee per WAC 246-314-990.
- ☐ Provide a written functional program describing the clinical, diagnostic, and/or treatment services being provided per WAC 246-320-505(2)(a)(i).
- ☐ Provide coordinated drawings and information per WAC 246-320-505(2)(b) including:
  - General Building Data: construction type, type of fire sprinkler and fire alarm systems, and occupancy group(s).
- ☐ Site plan with sufficient detail showing location of structure(s), exiting pathways, and covered access to the building(s) for emergency medical vehicles per WAC 246-320-515 and WAC 246-320-805(2).
- ☐ Architectural Drawings
  - Floor plans properly dimensioned.
  - Floor plans with rooms identified by number and name.
  - Floor plans identifying suites as defined by the Uniform Building Code, and rated exit ways.
  - Kitchen plans, including kitchen equipment identified with all utility connections and a menu.
  - Doors identified on the floor plans, with both door finish hardware schedules.
  - Windows/relites identified on the floor plans with size, glazing type, and windowsill height.
- ☐ Interior Finishes [WAC 246-320-525(6)]
  - Floor plans with rooms identified by number.
  - Floor plan identifying location and extent of each type of floor finish.
  - Information on carpeting including manufacturer's specifications and radiant panel test.
  - Information on type of ceiling materials.
- ☐ Mechanical Drawings
  - Floor plans with rooms identified by number.
  - Floor plans showing heating system type with supply registers, return air grille locations with air volume at each outlet, filtration, and outdoor air intake spacing from exhaust outlets per WAC 246-320-525(3).



## Construction Review Services

P.O. Box 47852  
Olympia, WA  
98504-7852

tel: 360-236-2944  
fax: 360-236-2901  
email: fslcrs@doh.wa.gov

[www.doh.wa.gov/crs](http://www.doh.wa.gov/crs)

## Checklist for Hospital Submissions

Page 1 of 2

Subject to change without notice.

Last Revised: 01/01/03  
checklist-hospital.doc

- Floor plans with exhaust fan locations, sizes, air volume, and control noted.
- Floor plans locating/identifying plumbing fixtures, including information on controls.
- Floor plans locating reduced pressure back flow prevents and which fixtures they regulate.
- Floor plans showing hand wash sinks between the room entry and the patient bed.

□ Electrical Drawings

- Floor plans with rooms identified by name and number.
- Electrical light fixtures, light switches, and exit sign locations identified.
- Electrical outlet types and locations (GFCI, Tamper Resistant, etc.).
- Communication systems per WAC 246-320-525 and Table 525-1.

The following systems may be submitted during construction as deferred submittals, however, project approval cannot be granted until these systems have been reviewed and approved. Projects with deferred submittals will not be issued approval before construction. They will, however, receive an “Authorization to Begin Construction.”

- Two sets of fire sprinkler system drawings may be submitted during construction. These drawings must be stamped and signed by system designer, and include the location, type, and manufacturer of each sprinkler head.
- Two sets of fire alarm system drawing(s) may be submitted during construction. These drawing must indicate the location, type, and manufacturer of each alarm/strobe, smoke detector, heat detector, and alarm panel.

*“Construction Review Services protects and improves the health and safety of people in Washington by providing professional consultation and review for the design and construction of licensed or certified care facilities for our customers.”*

## **Checklist for Hospital Submissions**